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AUTHOR Charles, Richard F.
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ABSTRACT

Designed for staff working in community college career centers, this report provides a practical and concise set of references on California community college career centers. The information presented in the report was collected in spring and summer 1987 through a formal questionnaire survey, on-site visitations throughout the state, and a review of literature on careers. Following introductory material on the study, the report offers an item analysis of the survey indicating that: (1) 94% of the career services were under student services divisions; (2) the average number of full-time equivalent classified staff directly involved in the career centers was two; (3) the average expenditure for a career center by the colleges was $49,109; (4) budget and staffing were listed as the main problems experienced by the program, followed by location; (5) 73% of the respondents used computers for providing information to students, including 21 who used Eureka, 8 who used Discovery, and 5 who used Sigi; and (6) 89% of the responding colleges said they offered classes in career life planning. Next, the report lists the campuses offering career life planning courses, career seminars and workshops, self-paced/individualized programs, career counseling, job placement, a career resource library, special programs, and computerized career programs, along with contact people for each course. Finally, conclusions and recommendations are provided. A list of respondents is attached. (EJV)

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A STUDY OF CALIFORNIA COMMUNITY COLLEGE CAREER CENTERS 1987

DR. RICHARD F. CHARLES
DEAN OF STUDENT SERVICES
FOOTHILL COLLEGE

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FORWARD

The Foothill-De Anza Community College District Board of Education provides a unique opportunity for management staff to participate in a leave program. It is the intent of the Board to encourage staff to study, travel, write and learn and then to bring this knowledge back to the District. After 22 years in California public education and eleven years as an administrator in the Foothill-De Anza District, the author applied for and received a two-month leave during June and July 1987 to study career centers in California.

This short report is a result of a questionnaire sent out to all California community colleges, on-site visitations throughout the state, and a review of literature on careers.

The author of this study wishes to thank the Foothill-De Anza Community College District Board of Trustees for their leadership in providing staff with professional growth opportunities for study and learning.

PURPOSE OF THE STUDY

California community colleges, while energetic and student oriented, are often without sufficient resources and staff flexibility for program review and introspection. The purpose of this short guide is to provide those working in career centers with a practical and concise set of references on California community college career centers. The information will be presented in such a way that these professionals will know where to go with questions regarding various aspects of career services in the California community college.

The information presented in the booklet was collected through a formal questionnaire distributed during the Spring and Summer of 1987. All California community colleges were given the opportunity to provide input on their colleges career program. (See Appendix A). Visits were made statewide to back up and validate the information gained from the questionnaire. The material presented in this booklet is a result of both on-site visitations and written material sent from individual colleges.

SOME INITIAL COMMENTS

It is important to realize that studies often reflect more about the researcher than the projects studied. At Foothill, career resources are designed to help students direct their own course of action. This means accepting personal responsibility for their own career, planning their life style, and making choices. In order to establish realistic career goals, services are geared to assist students in learning more about themselves and the world of work. Brochures, salary ranges, and other current materials about job search skills are available to help them reach their objectives. Career/Life Planning is a multi-step process that will be of value throughout their lifetime. Started early and revised continually, it will help fulfill their hopes and potential in all aspects of their life. It is with this context and with this set of biases that models were selected and included in the study.

ITEM ANALYSIS OF THE QUESTIONNAIRE

The Career Services Questionnaire was sent out to 106 community colleges throughout California during the spring of 1987. 85 or 80 percent were returned. The author of this guide recognizes those colleges and appreciates the time spent helping to put this guide together. Of the responses, 7 indicated that they did not have a career services program. It was also apparent, during the many visitations made statewide, the hard work and extra effort put in by working professionals to make career services available to students and community. The author visited a variety of different college campuses and found staff ready, willing and able to answer questions, share material and provide whatever information was required.

The Career Services Questionnaire was a one page, 14 item, written survey. Items 1-2 were intended to build a California Community College Directory. These two items elicited the name of the person completing the questionnaire, his or her title and the name of the college. This directory is available in Appendix B. The following is a summary of the Career Services Questionnaire:

ITEM 3 Of the 77 respondents to item 3, 72 or 94 percent of the career services are under Student Services.

ITEM 4 Of the 74 respondents to item 4, the average FTE classified staff directly involved in the career center was 2. The range went from a low of 0 FTE to 9 full-time equivalent classified staff.

ITEM 5 Of the 74 respondents to this item, the average statewide certificated FTE involved in the career center is 1.6 FTE. The range went from 0 to 10 full-time equivalents.

ITEM 6 Of the 74 respondents to this item, the average expenditure by colleges for the career center is $49,109. The lowest figure indicated for maintaining a center is $2,000 while the highest is $540,000.

ITEM 7 Colleges were asked to indicate in item 7 if there had been an increase or a decrease in support for career services on campus. Of the 68 respondents to this item 41 or 60 percent indicated that support had increased.

ITEM 8 In item 8 the colleges were asked to indicate the main problems experienced by the program in providing services. Of the 127 separate responses, the highest were recorded in budget and staffing. 56 of the responses indicated that colleges experienced problems with budget while 51 pointed out problems with staffing. 15 of the responses indicated problems with location, while only 3 colleges had problems organizationally in this area.

ITEM 9 67 colleges responded to item 9 on computerization. Of the respondents 49 or 73 percent used computerized programs for providing information to students. 21 of the respondents indicated that they use Eureka, 8 use Discovery, and 5 use Sigi.

ITEM 10 Item 10 asked colleges to indicate the number that offer career life planning classes. 75 colleges responded to this item. Of the respondents 67 or 89 percent offered classes in career life planning.

ITEM 11 Item 11 asked if career services and counseling are located together. The responses were evenly distributed as 38 said that they had located the career services program with counseling while 35 said they were separate.

ITEM 12 Item 12 asked the question regarding the adequacy of coverage. Of the 71 respondents 19 or 27 percent felt that staffing was adequate while 52 or 73 percent felt that current staffing in the career center was inadequate to meet the needs.

ITEM 13 In item 13 colleges were asked to indicate if they had a job placement component. 43 or 58 percent of the 74 respondents said that they did not provide a job placement component.

ITEM 14 Item 14 asked that the colleges respond regarding the best aspect of the career services program at their college. Of the 69 individual responses to this item, 14 indicated that availability of software and resources was the best aspect of the program; 12 saw courses in career life planning, workshops, and library resources as the best aspect; 12 felt that the cooperation and involvement of counseling in their program was the best aspect; 9 felt that the integration of various college components such as counseling, job placement, classes, liasion with other departments/divisions, the Department of Development, co-op education, etc. was the best aspect; 7 felt that staff excellence was the best; while 6 felt that the location of career services was the best aspect.

ITEM 15 Item 15 asked the participating college if they felt they could serve as a model. The following are model programs listed in specific areas. It is proposed that contact be made if there exists interest in these areas.

CAREER LIFE PLANNING COURSES:

College	Contact Person
American River College	Kathleen Hanson
College of the Canyons	Joan Jacobson
De Anza College	Shirley Kawazoe
El Camino College	Linda Caplan
Evergreen Valley College	Margaret Butler
Glendale Community College	Allan Grimsby
Fullerton College	Richard DeVecchio
Imperial Valley College	James F. Grevatt
Moorpark College	Dr. William Bendat
Mt. San Antonio College	Doris N. Gaugh
Napa Valley College	Ed Shenk, Ed.D.
Solano College	Armond Phillips
Southwestern College	Lloyd Cassady
Victor Valley College	Juanita Chou
West Los Angeles College	Paul Zolner

CAREER SEMINARS & WORKSHOPS:

College	Contact Person
Mt. San Jacinto College	Linda Schlotthauer
Orange Coast College	Mary P. Martin
Rancho Santiago College	David Guzman
Santa Rosa Junior College	Ken Holback

SELF-PACED/INDIVIDUALIZED:

Palomar College	Inder Singh
West Los Angeles College	Paul Zolner

CAREER COUNSELING:

College	Contact Person
Coastline Community College	Carol E. Barnes
Cypress College	Robert A. Wood
Evergreen Valley College	Margaret Butler
Long Beach Community College	Dr. Robert Mantovani
Los Angeles Valley College	Ann Morris
Modesto Junior College	Dean Tzuruda
Mt. San Jacinto College	Linda Schlotthauer
Sacramento City College	Cindy Smith
San Francisco Community College Center Division	Ann Clark
College of the Sequoias	Floyd Hord
West Hills College	Diane L. Allen

JOB PLACEMENT:

Contact Person	College
Chaffey College	Inge Pelzer
El Camino College	Linda Caplan
Feather River College	Betty Herold
Irvine Valley College	Laura L. U'Ren
Mendocino College	Marie Meyers
Orange Coast College	Mary P. Martin
Saddleback College	Miki Mikolajezak
San Bernardino College	Dr. John F. Bancroft
Sierra College	Dr. Jim Hirschinger

CAREER RESOURCE LIBRARY:

Cabrillo College	Lyn Hood

COMPUTERIZED CAREER PROGRAMS (Eureka, SIGI, etc.):

College	Contact Person
American River College	Kathleen Hanson
Bakersfield College	Dix Kelsey
College of the Canyons	Joan Jacobson
Citrus College	Jeanne Hamilton
Cypress College	Robert A. Wood
Feather River College	Betty Herold
Foothill College	Lily Adams
Fresno City College	Birt Reid
Imperial Valley College	James F. Grevath
Lassen College	Elaine Edwards
Los Angeles Valley College	Ann Morris
Merritt College	Dr. George Herring
Modesto Junior College	Dean Tzuruda
Mt. San Antonio College	Doris N. Gaugh
Rio Hondo College	Barbara Booth
College of the Siskiyous	James N. Arack

SPECIAL PROGRAMS

Career Days	Lily Adams Foothill College
Computerized Job Placement	Terry Shoaff Diablo Valley College
Cooperative Program with A.A.U.W. Library	Juanita Chou Victor Valley College
Discover Program	Elaine Edwards Lassen College
Early Alert and Hispanic Youth Project	Gail Marx Ohlone College
Employability Center	Shirley Kawazoe De Anza College
Employee Referral System	Maren Rose College of the Redwoods
GAIN Assessment	Al Renville Butte College
HELP	Barbara Booth Rio Hondo College
Holistic Approach	Marjean Ehlers Cosumnes River College
Liaison with High School Career Centers	Dr. Ed Gould Gavilan College
Seminar Series and Career Days	Ken Holback Santa Rosa Junior College
STARR	Karen Wray Hartnell College
Use of Video Tapes	Dr. William Bendat Moorpark College

CONCLUSION AND RECOMMENDATION

The results of the Career Services Questionnaire indicate that career services in the California community college are provided under the administrative span of control of the student services segment. It is the perception of those professionals surveyed working in the career services area that support on-campus for this program has increased in the last five years. This perception was shared by 60 percent of the respondents. It is apparent from reviewing the survey results that there exists a tremendous range between the various colleges in terms of staff working in the program and budget available. Respondents indicated that from their point of view, staffing and budgeting were the main problems facing career services statewide. 73 percent of the respondents indicated that they used computerized programs for providing information to students. The offering of career life planning curriculum is generalized throughout the colleges. 89 percent of the respondents offered classes to students. The need to bring counselors and career services physically together does not follow a statewide pattern. Colleges are about even in the historical pattern in this area. The field expressed a strong perception that staffing of the career center was inadequate to meet student needs in the career services area.
The questionnaire provides information that 77 colleges or 91% of the respondents provide career services. 8 colleges or 9 percent of the respondents indicated that no real effort was being made in this area. This leaves a void of information on 21 college or 20 percent of the 106 total as of the date of the survey.

The information obtained from the questionnaire provides some base-line data for the study of career services statewide. The intent was not to be comprehensive but rather to provide professionals with a directory and develop information on specific areas of interest. It is recommended that further research be initiated to answer questions raised in the study. Some relevant questions for future studies might include:

- "What specific problems are experienced by colleges as they attempt to provide services?" Of the responses, 85 percent were expressing problems in the budgeting and staffing area.

- 49 colleges indicated that they used computerized programs with students. Of that number, only 34 indicated that they used Eureka, Discovery or Sigi. Another relevant question in this area would be, "What other computerized programs are colleges using that could be made available?"

- Much statewide discussion exists regarding the importance of counseling and its relationship to career services. Item 11 was an attempt to find out if there was a pattern statewide for housing of the two programs. The results are inconclusive. A better set of questions might be: "What relationship exists between counseling and career services?" and "What benefits exist for students as a result of this relationship?"

- Since the study analyzed the perceptions of staff, and the results therefore were inherently subjective, a future questionnaire would be best serving the field by analyzing career space, staff FTE's, budget and college support in a more objective format.

It is the general perception of the author of this study that career services on California community college campuses are serving well the needs of students and community. It is recommended here that career service staff statewide better publicize that level of service, both on-campus and statewide. It is further recommended that Dean's of Students and other college administration address the need for adequate day and evening coverage, and the need for improved staffing and budgeting expressed by professional staff.

APPENDIX A

March 31, 1987

Dear Coordinator:

I will be taking a professional development leave from Foothill College June through August of this year. I have chosen the Career Center/Career Life Planning area for my project and would appreciate your help in securing information regarding the Career Program at your college. I am also interested in visiting programs statewide with the purpose of bringing back practical ideas for improvement of our program here at Foothill College.

I am particularly interested in the degree to which the Career Center/Program is computerized; the way in which instruction in Career Life Planning courses supports the mission of career planning and placement; the level of professional staff commitment to the program; the physical layout of the center/program and its proximity to counselors, students and other staff; and the level of college funding for career life planning and placement.

I would appreciate your taking the time to fill out the attached questionnaire and returning it to me in the enclosed envelope. I will make my findings available to you in September. Thank you in advance for taking the time to complete this questionnaire.

Sincerely,

Richard F. Charles

Richard F. Charles
Dean of Students

RFC/nc

Attachment

Phone: 415/960-4600
12345 El Monte Road Los Altos Hills, CA 94022-4599
Foothill De Anza Community College District

APPENDIX A

CAREER SERVICES QUESTIONNAIRE-1987

PLEASE RETURN TO:

Dr. Richard F. Charles
Dean of Students
Foothill College
12345 El Monte Road
Los Altos Hills, Ca 94022

1. Name of person completing the questionnaire_____

2. Title_____College_____

3. Career Services here is under Instruction_____Student Services_____ or other_____.

4. FTE classified support in the program_____

5. FTE certificated support in the program_____

6. Approximate budget for the program $_____

7. Support on-campus for Career Services has increased_____or decreased_____ in the last 5 years.

8. The main problem here is in staffing_____budgeting_____organizing_____or location/access to students_____.

9. The program here is computerized. yes_____ no_____

10. The program here offers Career Life Planning classes. yes_____ no_____

11. Counseling and Career Services are located together. yes_____ no_____

12. Career services are adequately staffed for day/evening coverage. yes_____ no_____

13. Career Services here also has a job placement component. yes_____ no_____

14. Please provide the best aspect of the Career Services program at your college._____
_____
_____
_____

15. Please list any service the college provides that could serve as a model.
_____
_____
_____
_____

APPENDIX B
(Directory of All Responding Colleges)

COLLEGE NAME	CONTACT PERSON	ADDRESS
Allan Hancock College	Director of J.C.C.C.	800 South College Drive Santa Maria, CA 93454 (805) 922-6966
American River College	Kathleen Hanson Career Center Coordinator/ Specialist	4700 College Oak Drive Sacramento, CA 95841 (916) 484-8011
Bakersfield College	Dix Kelsey Chairman of Counseling	1801 Panorama Drive Bakersfield, CA 93305 (805) 395-4011
Butte College	Al Renville Director of Career Planning Placement, Assessment, GAIN	3536 Butte Campus Drive Oroville, CA 95965 (916) 895-2484
Cabrillo College	Lyn Hood	6500 Soquel Drive Aptos, CA 95003 (408) 479-6100
Canada College	Jack Greenalch Vice President	4200 Farm Hill Boulevard Redwood City, CA 94061 (415) 364-1212
College of the Canyons	Joan Jacobson Counselor	26455 North Rockwell Canyon Rd Valencia, CA 91355 (805) 259-7800
Cerritos College	Pat Cook Supervisor, Assessment	11110 East Alondra Boulevard Norwalk, CA 90650
Cerro Coso College	June Wasserman Counselor	3000 College Heights Boulevard Ridgecrest, CA 93555-7777 (619) 375-5001
Chabot College (Hayward)	Willa Dickhuth Director of Counseling	25555 Hesperian Boulevard Hayward, CA 94545 (415) 786-6600
Chaffey College	Inge Pelser Dean of Counseling/ Student Support Services	5885 Haven Avenue Rancho Cucamonga, CA 91701 (714) 987-1737

COLLEGE NAME	CONTACT PERSON	ADDRESS
Citrus College	Jeanne Hamilton Vice President Student Services Barbara B. Smith Counselor, Career Center	1000 West Foothill Boulevard Glendora, CA 91740-1899
Coastline Community College	Carol E. Barnes Assistant Dean, Guidance/ Financial Aid	11460 Warner Avenue Fountain Valley, CA 92708 (714) 546-7600
Cosumnes River College	Marjean Ehlers Career Center Technician	8401 Center Parkway Sacramento, CA 95823 (916) 686-7453
Crafton Hills College	Dr. James Bisi Coordinator of Guidance	11711 Sand Canyon Road Yucaipa, CA 92399 (714) 794-2161
Cuesta College	Kevin Dugan Counselor, Coordinator	P.O. Box 8106 San Luis Obispo, CA 93403 (805) 544-2943
Cypress College	Robert A. Wood Director, Career Planning Center	9200 Valley View Street Cypress, CA 90630 (714) 826-2220
De Anza College	Shirley Kawazoe Associate Coordinator Career Planning & Placement	21250 Stevens Creek Boulevard Cupertino, CA 95014 (408) 996-4567
Diablo Valley College	Terry Shoaff Dean of Students	321 Golf Club Road Pleasant Hill, CA 94523 (415) 685-1230
East Los Angeles College	Dr. Robert Almanza Dean of Student Services	1301 Brooklyn Avenue Monterey Park, CA 91754 (213) 265-8650
El Camino College	Linda Caplan Dean of Student Services	16007 Crenshaw Boulevard Torrance, CA 90506 (213) 532-3670
Evergreen Valley College	Margaret Butler Associate Provost Student Services	3095 Yerba Buena Road San Jose, CA 95135 (408) 274-7900
Feather River College	Betty Herold Career Technician	P.O. Box 1110 Quincy, CA 95971 (916) 283-0202

COLLEGE NAME	CONTACT PERSON	ADDRESS
Foothill College	Lily Adams Career Center Coordinator	12345 El Monte Road Los Altos Hills, CA 94022 (415) 960-4600
Fresno City College	Birt Reid Counselor	1101 East University Avenue Fresno, CA 93741
Fullerton College	Dr. Richard DeVecchio Vice President Student Development & Services	321 East Chapman Avenue Fullerton, CA 92634 (714) 871-8000
Gavilan College	Dr. Ed Gould Dean of Student Services	5055 Santa Teresa Boulevard Gilroy, CA 95020 (408) 847-1400
Glendale College	Allan Grimsby Dean of Student Services	1500 North Verdugo Road Glendale, CA 91208 (818) 240-1000
Golden West College	Tom Kosuth Dean, Admissions & Guidance	15744 Golden West Street Huntington Beach, CA 92647 (714) 892-7711
Grossmont College	Noelia Vela Director of Guidance	8800 Grossmont College Drive El Cajon, CA 92020 (619) 465-1700
Hartnell College	Karen Wray Career Assessment Specialist	156 Homestead Avenue Salinas, CA 93901
Imperial Valley College	James F. Grevatt Career Counselor	P.O. Box 158 Imperial, CA 92251-0158
Irvine Valley College	Laura L. U'Ren Career Guidance/ Placement Officer	5500 Irvine Center Drive Irvine, CA 92720 (714) 559-9300
Kings River College	Mackie J. Jeffus Counselor	995 North Reed Avenue Reedley, CA 93654 (209) 638-3641
Lake Tahoe Comm. College	Patty Brown Student Services Assistant	2659 Lake Tahoe Boulevard South Lake Tahoe, CA 95702 (916) 541-4660
Lassen College	Elaine Edwards Work Experience Coordinator	P.O. Box 3000 Susanville, CA 96130 (916) 257-6181

COLLEGE NAME	CONTACT PERSON	ADDRESS
Long Beach City College	Dr. Robert Mantovani Coordinator of Career Planning	4901 East Carson Street Long Beach, CA 90808 (213) 420-4111
Los Angeles Valley College	Ann Morris Career Counselor	5800 Fulton Avenue Van Nuys, CA 91401-4096 (818) 781-1200
Los Angeles Trade/ Technical College	Kenneth Nakano Dean of Students	400 West Washington Boulevard Los Angeles, CA 90015 (213) 746-0800
Marin Community College	Bessie Ng-Tuay Counselor	College Avenue Kentfield, CA 94904 (415) 457-8811
Mendocino College	Marie Myers Student Services Specialist	P.O. Box 3000 Ukiah, CA 95482 (707) 468-3000
Merced College	Robert Hobbs Division Chair-Counseling	3600 "M" Street Merced, CA 95348-2898 (209) 384-6000
Merritt College	Dr. George Herring Dean of Administration and Student Services	12500 Campus Drive Oakland, CA 94619 (415) 531-4911
Mira Costa College	Olga R. Markgraf Counselor	One Barnard Drive Oceanside, CA 92056 (619) 757-2121
Mission College	Dan Matarangas Dean of Student Development	3000 Mission College Boulevard Santa Clara, CA 95054 (408) 988-2200
Modesto Junior College	Dean Tsuruda Counselor/Coordinator	435 College Avenue Modesto, CA 95350 (209) 575-6498
Monterey Peninsula College	Sharon Coniglio Director of Counseling	980 Fremont Boulevard Monterey, CA 93940 (408) 646-4010
Moorpark College	Dr. William Bendat Director of Counseling	7075 Campus Road Moorpark, CA 93021 (805) 529-2321

COLLEGE NAME	CONTACT PERSON	ADDRESS
Mt. San Antonio College	Doris N. Gaugh Coordinator Counseling and Guidance	1100 North Grand Avenue Walnut, Ca 91789 (714) 594-5611
Mt. San Jacinto College	Linda Schlotthauer Career Services Specialist	1499 North State Street San Jacinto, CA 92383 (714) 564-8011
Napa Valley College	Dr. Ed Shenk Associate Dean Student Services	2277 Napa-Vallejo Highway Napa, CA 94558 (707) 253-3095
Ohlone College	Gail Marx Coordinator Career Planning/Placement	43600 Mission Boulevard Fremont, CA 94539 (415) 659-6000
Orange Coast College	Mary P. Martin Director, Job Placement	P.O. Box 5005 Costa Mesa, CA 92628-0120
Oxnard College	Denise Morgan VP, Student Services	4000 South Rose Avenue Oxnard, CA 93033 (805) 488-0911
Palomar College	Inder Singh Director of Counseling	1140 West Mission Road San Marcos, CA 92069 (619) 744-1150
Rancho Santiago College	David Guzman Dean of Counseling	17th at Bristol Santa Ana, CA 92706
College of the Redwoods	Maren Rose Placement/Career Center Coordinator	7351 Tompkins Hills Road Eureka, CA 95501 (707) 443-8411
Rio Hondo College	Barbara Booth Coordinator	3600 Workman Mill Road Whittier, CA 90608 (213) 692-0921
Sacramento City College	Cindy Smith Assistant Dean Counseling & Student Dev.	3835 Freeport Boulevard Sacramento, CA 95822 (916) 449-7111
Saddleback College	Miki Mikolajezak Coordinator	28000 Marguerite Parkway Mission Viejo, CA 92692 (714) 582-4500
San Bernardino Valley College	Dr. John Bancroft Assistant Dean Student Development	701 South Mount Vernon Avenue San Bernardino, CA 92410 (714) 888-6511

COLLEGE NAME	CONTACT PERSON	ADDRESS
Santa Barbara City College	Margo Handelsman Counselor/Career Center	721 Cliff Drive Santa Barbara, CA 93109 (805) 965-0581
San Francisco Community College Centers Division	Ann Clark Counselor	31 Gough Street San Francisco, CA 94103
San Jose City College	Charles Southward Associate Dean	2800 Moorpark Avenue San Jose, CA 95128 (408) 298-2181
Santa Rosa Junior College	Ken Holback Dean of Student Services	1501 Mendocino Avenue Santa Rosa, CA 95401 (707) 527-4011
San Diego City College	Mary Decker Dean of Students	1313 Twelfth Avenue San Diego, CA 92101 (619) 230-2400
San Diego Miramar College	Ernie Williams Counselor	10440 Black Mountain Road San Diego, CA 92126 (619) 693-6800
College of the Sequoias	Floyd Hord Career Technician	915 South Mooney Boulevard Visalia, CA 93277 (209) 733-2050
Sierra College	Dr. Jim Hirshinger Associate Dean of Students	5000 Rocklin Road Rocklin, CA 95677 (916) 624-3333
College of the Siskiyous	James Arack Vice President Student Services	800 College Avenue Weed, CA 96094 (916) 938-4462
Skyline College	Bernice K. Lawry Acting Director Educational Services	3300 College Drive San Bruno, CA 94066 (415) 355-7000
Solano College	Armond Phillips Division Chair, Counseling	4000 Suisun Valley Road Suisun, CA 94585 (707-864-7000
Southwestern College	Lloyd Cassady Coordinator of Career Development Center	900 Otay Lakes Road Chula Vista, CA 92010 (619) 421-6700
Victor Valley College	Juanita Chou Counselor	18422 Bear Valley Road Victorville, CA 92392-9699 (619) 245-4271

COLLEGE NAME	CONTACT PERSON	ADDRESS
Vista College	Lloyd Moffett Counselor	2020 Milvia Street Berkeley, CA 94704 (415) 841-8431
West Hills College	Diane L. Allen Career Counselor	300 Cherry Lane Coalinga, CA 93210 (209) 935-0801
West Los Angeles College	Paul Zolner Counselor Career Development	4800 Freshman Drive Culver City, CA 90230 (213) 836-7110
West Valley College	Jill K. Trefz Career Placement Center	14000 Fruitvale Avenue Saratoga, CA 95070 (408) 867-2200
Yuba College	Alice Epler Career Resources Tech	2088 North Beale Road Marysville, CA 95901 (916) 741-6700

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